

Position: Administrative Assistant
Department: Administration
Supervisor: Chief of Staff
Supervises: No one
FLSA Status: Non-Exempt

Position Summary:

This position provides administrative support for program areas and support functions, or serves as an assistant to an Administrator, Director or Chief of Staff. This may include responsibility for providing various services to other departments, with similar duties and responsibilities.

Duties and Responsibilities:

- Maintains, organizes and files various records, prepares correspondence and business letters or other materials, and similar activities. May perform skilled legal clerical work of average difficulty.
- Opens, scans or reads and distributes mail; composes official correspondence for signature, disposes of routine correspondence.
- Screens telephone calls; provides information or refers callers to appropriate staff members; answers inquiries.
- Receives visitors; answers inquiries personally or refers to appropriate official.
- Arranges for special conferences and meetings; maintains calendars, advising of commitments; arranges for travel itinerary and accommodations; prepares and submits travel claims and expense account.
- Independently researches, assembles and summarizes material, information and data for Supervisor for consideration and action;
- Drafts confidential, technical, or legal material requiring a high degree of accuracy; may record and transcribe proceedings of meetings and conferences for Supervisor.
- Prepares agendas, materials related thereto, and ensures that all legal requirements are met for action of the Supervisor.
- Responsible for following up on actions of a committee, assigned group, etc. to ensure that decisions are implemented, and appropriate parties are notified within established time frame.
- Independently compiles and prepares recurring reports for signature of the Supervisor. Types letters, narrative/statistical reports, minutes, agendas resolutions, and other material. Proofreads all work for accuracy and appropriate format.
- Prepares invoices and payments of claims, requisitions, purchase orders and other fiscal duties, if required.
- Audit enrollment records, reconcile discrepancies and follow up with needed documentation.
- Performs such other duties as may be assigned.

Knowledge, Skills, and Abilities:

Requirements at this level include knowledge of spelling, punctuation, and business English; of business mathematics; of modern office methods and procedures; of the maintenance and filing of complex records; and of the major policies and procedures governing assigned programs. Ability is required to maintain effective working relationships with others; to handle confidential work; to interpret and handle routine matters in accordance with policy; and to follow oral and written instructions.

Education and Experience:

Three (3) years experience performing technical clerical office work or an equivalent combination of education and experience. A combination of education and experience may be considered

Employee's Signature

Date

Supervisor's Signature

Date